

January 20, 2022

To Whom it May Concern

Dear Sir/Madam,

**Re: Bruce Beach Municipal Drain – Phase II - 2022**  
**Township of Huron-Kinloss (Former Township of Huron)**  
**Our Reference No. HK-002**

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We have completed additional work on this municipal drain and would like to review our findings with everyone concerned.

This review will cover:

1. Type and design of drainage system
2. Estimated Costs
3. Proposed Assessment.

The meeting will take place virtually using the Zoom platform on **Saturday, February 5, 2022, at 9:00 A.M.** Instructions to log into the meeting remotely are described in the enclosed document.

The draft design drawings, assessment schedules and other presentation materials will be available through our website following the meeting. Please use the following instructions for accessing the presentation materials.

1. Visit [www.headwayeng.ca](http://www.headwayeng.ca)
2. Select '**Upcoming Public Engagements**' from the upper right corner.
3. Find Bruce Beach Drain – Phase II, and select '**Read More**'.
4. Select the '**Meeting Materials**' button near the bottom of the page.
5. You will be prompted for a password. The Password is: **HK-002**

Please plan to attend since this meeting is being held to review this municipal drainage project and answer any questions concerning the proposed work before preparing the final report.

If you have any questions beforehand, please telephone (226) 243-6614.

Yours truly,

Stephen Brickman, P.Eng.  
Project Engineer and Manager  
**HEADWAY ENGINEERING**

SB/mt



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## Information Meeting - Virtual Public Participation

Due to the COVID-19 pandemic the Information Meeting will be hosted virtually using a "Webinar" on zoom. This allows for members of the public to observe the meeting and participate by computer or by telephone.

The Clerk will start the webinar at the scheduled meeting time. If the Clerk has not started the webinar, a message will inform you the webinar will begin when the host starts the webinar.

The information provided in bold is unique to the Information Meeting for the Bruce Beach Drain – Phase II.

**Saturday February 5, 2022 from 9:00 am -11:00 am**

**\* Please note you will not be able to access the meeting until the scheduled meeting time.**

To participate by Computer


1. Log on to [www.zoom.us](http://www.zoom.us)
2. Enter the Meeting ID: **868 2793 4191**
3. Enter the Password: **848410**

To participate by Telephone

1. Call the Toll-Free number **1-855-703-8985**
2. Enter the Meeting ID **868 2793 4191 (followed by the # key)**
3. Enter the User ID **#**
4. Enter the Password **848410 (followed by the # key)**

5. The Chair will open the meeting and the meeting will commence.

6. During the Meeting when the opportunity for the public to participate the Clerk will announce that "If any members of the public would like to make a comment, please raise your virtual hand."

On a **computer** you will see a virtual hand to press 

On the **phone** Press \*9

The Clerk will then proceed in the order of hands raised, please be patient and respectful of other participants. At your turn the Clerk will turn your permissions on to be able to address the group, please state name and property address then proceed to your question.

If you require any assistance or accommodations to participate in the meeting, please contact Emily Dance at [edance@huronkinloss.com](mailto:edance@huronkinloss.com)

\* Please note the webinar will be recorded for security and note taking purposes only and will not be available post meeting.